

December 18, 2013

The Board of Commissioners held its regular meeting December 18, 2013 in the Forand Manor Conference Room – at 5:30pm for the following reasons:

1. Meeting Called to Order

2. Roll Call

3. Public Comment/Resident Concerns

4. Approval of Minutes of Previous Meeting of November 20th, 2013 & November 29th, 2013

5. Executive Summary

- Grant Funding Update**
- Pest Control**
- SEMAP Submission**
- Upcoming Conferences**
- VFW – Memorandum Understanding Execution**

6. Consent Agenda – Department Reports

- Financial Management**
- Housing Management**
- Leased Housing**
- Facilities Management/Modernization**
- Resident Services**

7. Section 8 – Check Fraud Protection

8. Executive Session: A portion of this meeting may be held in Executive Session pursuant to R.I. Gen. Laws 42-46-5(a)(5), of the General Laws of the state of Rhode Island to discuss the following:
Resident Laundry Services – Discussion

9. Adjournment

The meeting was called to order at 5:35pm by Chairman, Cornelius Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present	Absent
Cornelius Flynn, Chairman	
Gladys Burns, Vice Chairperson	
Julio Castillo, Commissioner	
Lucia DaGamma-Therriault, Commissioner	
Paul Charette, Commissioner	
Tina Sullivan, Executive Director	
Paula Llera-Delgado, Executive Administrative Assistant	
Ray Marcaccio, Attorney at Law	

Others in attendance

Denis Constantineau, Wilfrid Resident

Public Comment or Concern: None at this time

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the minutes of 11/20/2013 special meeting, and a regular meeting held 11/29/2013.

There being no questions or concerns, a motion was made by Commissioner DaGamma-Therriault to approve the special meeting minutes of 11/20/2013 & regular meeting minutes of 11/29/2013, the motion was seconded by Commissioner Charette and carried by all present.

Executive Summary

Executive Director Sullivan discussed the Executive Summary Report, with only a few updates. All departments are operating smoothly

Executive Director, Sullivan mentioned the 1 grant:

FSS-Family Self Sufficiency- the Housing Authority has applied for the following grant; Grant funds have not yet been announced.

Section 8:

The Executive Director along with the fee accountant continues to monitor the budget as it relates to Sequestration, administrative and HAP fees. The Authority continues to be in sound financial state and expects that the funding cuts will not hamper the program at this time.

The department has submitted its annual SEMAP (Section 8 Management Assessment Program), the goal of the Authority to maintain its high performance status.

Currently there are 129 individuals on the Section 8 waitlist. The Authority will deplete the list before opening it up to the public

Executive Director, Sullivan along with The City, and the local Fire Department are working closely regarding fire Alarms in 4 Units/Multi-Family residents in order to ensure the health and safety of the occupants and their families. The Rhode Island Division of State Fire Marshalls Office stated that as of Feb. 20, 2004, all 4 family dwelling properties require:

- As of February 20, 2004 all new residential units require hard-wired, interconnected smoke alarms with battery back up in the following areas:**

- Outside each bedroom area and inside each bedroom
- On each additional level including basements.
- Existing construction permitted after June, 1976 are required to maintain the previously required smoke alarms and they should be hardwired and interconnected. These detectors shall be located outside the bedroom areas and on each level.
- Three family dwellings shall have hardwired, interconnected smoke alarms installed by July 1, 2008. Interconnected in common areas, separate from within each separate dwelling unit. (Also hard-wired)

The CFHA allows the landlords a 6 month extension to comply with the local and state law without abating the monthly rent. There are certain landlords in the city that want an additional 6 month extension to install the proper fire alarm to comply with local and state codes.

Unit Turnover – Unit turn over average for October, 2013 to date is as follows:

Forand Manor – 10.7 Days

Wilfrid Manor – 30.5Days

Fiscal Year 12/31/13

Both Buildings Average 10.1

Tenant Concerns – The issue with the tenants smoking in the buildings continue to be an ongoing issue. Management and Legal attorney continue to monitor.

Annex elevator continues to be out of commission on a sporadic basis. The CFHA has contacted the President of Eagle Elevator to try to get down to the root of the problem. The elevator company is trying to resolve this issue. Two elevators in the Forand Manor are available and up and running accessible from the Annex.

Pest Control –As of today's date there are no infestation issues reported.

Resident Services:

The RSC department is in the process of planning many new activities. The residents welcome the partnership with the school department and are looking forward to the upcoming movie days as well a holiday parties.

The Association at Forand is having difficulty retaining its leadership due to personality conflicts within. I am working closely with the association to assist with keeping them active.

The Executive Director provided the Board with a list of upcoming conferences and who is attending.

Wilfrid Manor

DVR Replacements have been completed to update the system at Wilfrid to be compatible with Forand/Annex systems.

A second RFP is in process for the flooring and painting of the common area hallways. It has not been advertised yet.

Forand Manor

The project for the repair of the Balconies has been completed.

A second RFP is in process for the flooring and painting of the common area hallways. It has not been advertised yet.

Executive Office Door System/Main Office Door project will begin in approximately 2-3 weeks. All

Executive Office Window Tinting project will begin the same time.

Miscellaneous

The Executive Director continues to work with the City to assist them with developing a plan to provide services to the elderly residents in

Central Falls.

The Executive Director is developing a Safety and Security Plan. Once completed, the plan will be forwarded to the local police and fire departments for their review and approval. The Executive Director is expecting it to be completed by 1/31/13.

VFW

A Memorandum of Understanding between the Authority and the City has been signed and executed.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions Chairman Flynn asked for a motion to approve the report. A motion was made by Vice Chairperson Burns to accept the Executive Summary, seconded by Commissioner Charette and passed by all present.

Consent Agenda

The Executive Director provided an update of upcoming and ongoing projects at both manors.

After much discussion Chairman Flynn asked if there were any

comments or concerns regarding the Consent Agenda. There being no questions Chairman Flynn asked for a motion to approve Commissioner Charette made a motion to accept the consent agenda, seconded by Commissioner Castillo and passed by all.

Section 8 – Check Fraud Protection

Executive Director spoke about the fraud issues with issuing checks to our local landlords, and also by implementing this direct deposit for all landlords what a savings to the Housing Authority.

Executive Director Sullivan explained that in 2010 the Authority provided all Section 8 landlords with the option to have their monthly HAB check processed via direct deposit. Also provided to them was information regarding the hassle free of printing statements and answering numerous phone calls about payments, and how the Authority easily transitioned over to an internet based cost savings service.

By doing so the Authority saved money on:

- Postage - Check stock**
- Envelopes - Toner/Ink**
- Labor time to print checks, stuff envelopes, etc.**

Currently, this is an option for the landlords and is not required. Due to recent fraud issues at other Authorities, the CFHA would like to make this process mandatory.

After much discussion Chairman Flynn asked if there were any comments or concerns regarding the Section 8 – Check Fraud Protection-Direct Deposit. There being no questions Chairman Flynn asked for a motion to approve Commissioner Charette made a motion to approve the Check Fraud Protection – Direct Deposit for all rents received by the Section 8 Dept., seconded by Commissioner DaGamma-Therriault and passed by all.

Executive Session – Resident Laundry Services - Discussion

No session at this time.

There being no further business, questions or concerns to come before the board, a motion was made by Commissioner Castillo and seconded by commissioner Charette to adjourn the meeting at 6:00pm. The motion was carried by all.